



## Friends of the Japanese House and Garden

### Member of the Board of Directors

#### Job Description and Expectations

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of FJHG to support the organization's mission and needs.

**Mission statement:** To preserve, maintain, present and interpret Shofuso, a traditional Japanese house and garden; to promote intercultural understanding through public programs about Japanese arts and culture.

#### \*Major responsibilities:

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

\*Members of the board share these responsibilities while acting in the interest of FJHG. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

**Length of term:** Three years, which may be renewed up to a maximum of two consecutive terms, pending approval of the board. A Board member may be rejoin the board after a one year hiatus.

#### Meetings and time commitment:

- The Board of Directors meets odd numbered months on the second Tuesday of the month, 6:00 p.m., generally at the business office conference room. Meetings typically last 90 minutes.
- Committees of the Board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend all Board meetings, if possible, and to attend and support other special events and programming.

**Expectations of board members:**

- Attend and participate in meetings on a regular basis, and special events as able. Board members with three unexcused absences will be removed from the Board of Directors.
- Financially support FJHG, making a contribution of personal significance, including membership fees, as well as making additional contributions to capital and other special fundraising campaigns.
- Participate on a standing committee of the Board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by FJHG mission, objectives, and programs.
- Help communicate and promote FJHG mission and programs to the community.
- Become familiar with FJHG finances, budget, and financial/resource needs.
- Understand the by-laws, policies and procedures of FJHG.